

Gila County Community Development Division
Planning and Zoning Department
1400 East Ash Street, Globe, AZ. 85501
(928) 425-3231, Ext. 8512, 8513, 8514 FAX (928) 425-0829

MINOR LAND DIVISION APPLICATION

Upon completion of this application, return to the Planning and Zoning Office together with the map, endorsed site plan and processing fee of \$125.00 for the first split and \$25.00 per split thereafter with the maximum fee not to exceed \$200.00. Please read the instructions thoroughly before beginning application. **Please provide proof of ownership if land was purchased or deeded within the last year.**

APPLICANT NAME: _____ PHONE NUMBER _____
OWNERS NAME: _____ PHONE NUMBER _____
MAILING ADDRESS: _____

REGISTERED LAND SURVEYOR: _____
CERTIFICATE NUMBER: _____ PHONE NUMBER _____
MAILING ADDRESS _____

LOCATION OF PARCEL: _____
Lot: _____ Plat: _____ Section: _____ Township: _____ Range: _____
TAX ASSESSOR PARCEL NUMBER: _____
ZONING: _____

PLEASE READ:

ACKNOWLEDGMENT OF SUBDIVISION LAWS: As defined by State Law, effective 7/17/94, division of one parcel into 6 or more parts constitutes a subdivision. If you sell 5 lots and keep 1, you are subdividing. Please sign to acknowledge your understanding of this law. If you do not understand this law, please call the Planning and Zoning Office at (928) 425-3231 Ext. 8512, 8513 or 8514 and request clarification. **The original signature of the property owner is required.**

ACKNOWLEDGEMENT OF AFFIDAVIT OF DISCLOSURE: Pursuant to ARS §33-422, the SELLER of five or fewer parcels of land, other than subdivided land, shall furnish a written affidavit of disclosure to the buyer, at least seven days before the transfer of the property, and the buyer shall acknowledge receipt of the affidavit. The SELLER shall record the executed affidavit of disclosure at the same time that the deed is recorded.

PROPERTY OWNER: _____

Office Use Only

Approved to Record: _____
Date Recorded: _____

Denied: _____
ROS: _____

Gila County Community Development

Fee Received: Check _____ Cash _____ Date _____

SETBACK CERTIFICATION FOR MINOR LAND DIVISIONS*

----- I hereby certify that all structures, if any, located on the subject property of this Minor Land Division adhere to the setbacks required by Gila County. (Endorsed Site Plan is attached)

----- Vacant land. (Endorsed Site Plan stating property is vacant is attached)

Property Owner

Date

OR

Registered Land Surveyor as
Agent for the Property Owner

Date

This certification will be attached to the Minor Land Permit and placed in the designated parcel files.

GILA COUNTY
GUIDELINES FOR PROCESSING OF MINOR LAND DIVISION MAPS

1. Your land division must meet the definition of a Minor Land Division: Division of one parcel of land into five or fewer separate parcels, lots or fractional interests less than 36 acres in size. As defined by State law, divisions of one parcel into six or more parts is considered a subdivision and must meet Subdivision Regulation requirements. **If you own an adjoining parcel or have previously sold land adjacent to your present property, this will be counted as a part of your land division in determining number of lots.**
2. You will need to have the property's **tax parcel number**. Check with the Planning & Zoning office to determine zoning, setback and legal access requirements before having a surveyor prepare your map. If there is no sewer system, each parcel must have a minimum size of 10,000 sq. ft.; parcels relying on both a well and septic tank must have at least one acre. Lots which do not meet minimum zoning and legal access requirements will not be approved. **Each parcel must have legal access.** Show distance of existing easements and structures from property lines, and include recording documentation for access easements. **Access easements must be at least 24 ft. wide.** If a parcel is to be combined with an adjoining parcel in order to meet size requirements or comply with subdivision regulations, your surveyor must indicate this on the map, and deeds must be recorded in order to combine the two properties before building permits can be issued.
3. Your map must be prepared by a qualified Arizona Registrant as established by the Arizona State Board of Technical Registration. The map must comply with State and County standards provided in the attached guidelines. If you are mailing the information please allow sufficient time for review. Have your surveyor send one copy of the completed map to the County Community Development Office located in Globe, a completed application that contains the property owner's original signature and the processing fee (\$125.00 for the first split and \$25.00 per split thereafter with the maximum fee not to exceed \$200.00) payable to the Gila County Community Development Division. **DO NOT SEND THE ORIGINAL MYLAR COPY AT THIS TIME.** The Planning & Zoning Office and Engineering Department will review the map for compliance. If corrections are needed the Planning and Zoning Office will notify you and your surveyor. When the map is approved your surveyor will be notified to send the original Mylar map to the Gila County Community Development Division Office together with a \$28.00 (per sheet) check payable to the Gila County Recorder, for the recording. If your map is approved the Planning & Zoning Department will submit the Mylar map to the Records office.
4. Copies of the recorded maps are available through the Gila County Assessor's Office at \$2.50 per copy.

GILA COUNTY
RECORD OF SURVEY - MINOR LAND DIVISION MAP GUIDELINES

1. Per Arizona Revised Statutes §11-481 and §33-105, the minor land division survey map shall be on a sheet or sheets measuring eighteen by twenty four inches of twenty four by thirty six inches, including a left margin of two inches, one-half inch margin at top, bottom and right side, and a two inch deep by six and one-half inch wide space in the upper right hand corner of recording data, and drawn to an accurate scale in at least eleven point type.
2. The map shall be the original map legibly drawn on polyester or a copy reproduced on polyester by a photographic silver imaging process or other method that assures archival quality. The map is to be entitled RECORD OF SURVEY - MINOR LAND DIVISION, with subtitle showing location by section, township and range, and reference , by plat number, to any pre-existing subdivision or record of survey, and the name of the owner of record of the area being surveyed. If the map is from record data only, the map may be entitled "MINOR LAND DIVISION". Please see item 4 below.
3. The map shall contain: a north arrow; surveyor's name, address and phone; date of preparation; any existing easements, with width and use shown and reference to docket and page where recorded; dimensions to the nearest hundred of a foot of proposed lots and easements; and square footage or acreage of each parcel.
4. The map may be compiled from record data or field survey. If record data is used, it shall be so stated on the map along with all reference to documents or recorded maps, and two (2) existing monuments shall be shown which could be used to re-establish the boundary of the property. Basis of bearing must be shown. Parcels shall be **clearly** outlined and designated as "A", "B" or other designation which will set them out from lot or parcel numbers on pre-existing plats. Pre-existing lots shall be shown by dotted lines.

November 23, 2001

TO: REGISTERED LAND SURVEYORS
RE: MINOR LAND DIVISION AND RECORD OF SURVEYS

Pursuant to Section 301.01, Gila County Minor Land Division Ordinance, the following information will be required in addition to all other information previously required for Minor Land Permits. **"A SCALED SITE PLAN ON BLUELINE OR OTHER REPRODUCTION SHOWING THE LOCATION OF ALL EXISTING IMPROVEMENTS AND STRUCTURES (BUILDINGS, WELLS, SEPTIC TANKS, FENCES, ETC) AND SHOWING SETBACKS AND DISTANCES BETWEEN STRUCTURES, ON BOTH THE REMAINING PARCELS AND PARCELS TO BE CREATED BY THE PROPOSED DIVISION."**

If the property is vacant, a site plan is still required and endorsed by the applicant that the property in question is vacant. Registrants preparing Minor Land Division Maps should advise their clients that they are responsible for providing this information.

Additionally, ANY survey map submitted for review and recording must bear the client's name on the face of the map. The Gila County Recorder's Office has advised me that they will no longer accept a map for recording if this information (client's name) is not included.

THE ABOVE IS EFFECTIVE IMMEDIATELY

If you have any questions, please give me a call at (928) 425-3231, EXT 8514

Sincerely,

Terry L. Smith,
Planning Department Manager